



Allen County Combined Health District

Breastfed Baby at Work Request

Date of Request: _____

Name of Employee: _____

Division: _____ Job Title: _____

Infant Name: _____ Date of Birth: _____

Days and times infant will be at the workplace: _____

Anticipated date infant will first be at the workplace: _____

Anticipated latest date infant will be at the workplace: _____

Specific Plan information:

Emergency Contacts:

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Home Phone: _____

Home Phone: _____

Work Phone: _____

Work Phone: _____

Cell Phone: _____

Cell Phone: _____

Signature of Employee: _____ Date: _____

Supervisor recommendation: _____

Supervisor signature: _____ *Date:* _____



Allen County Combined Health District

**Breastfed Infant at Work
Employee Agreement, Consent and Waiver/Termination**

AGREEMENT

By signing this agreement, I certify that I have read the Breastfed Infant at Work Administrative Guidelines. I understand and agree to comply with the terms and conditions set forth in the Administrative Guidelines. I further understand and agree that, in the event I fail to comply with such terms and conditions, or otherwise fail to meet any criteria currently in the guidelines or that may be added to the guidelines and conveyed to me in writing, my eligibility may be terminated, requiring me to remove my baby from the workplace within a reasonable period of time, 1-2 weeks.

I acknowledge that Allen County Public Health and the Allen County Public Health WIC Program reserves the right to cancel or retire the agreement in part or in its entirety at any time, thus requiring me to remove my baby from the workplace within a reasonable period of time, 1-2 weeks .

Signature of Employee: _____ Date: _____

CONSENT AND WAIVER

In consideration of Allen County Public Health’s WIC program permitting me to bring my child to work with me in compliance with the breastfed infant at work agreement above, I hereby release, on my own behalf and on behalf of my child _____: (i) Allen County Public Health, Allen County Public Health WIC Program; (ii) any entity affiliated with Allen County Public Health/WIC program; and (iii) any of the current or former owners, officers, directors, agents, representatives, insurers, attorneys, successors, assigns and current employees, including any alternate care providers, if any, of Allen County Public Health WIC Program and the foregoing entities from any and all claims, liabilities, causes of action and demands of any kind or character, including negligence whether vicarious, derivative or direct, that I _____, or any of my child’s family members, heirs, or assigns now have or may hereafter have or assert against Allen County Public Health/WIC Program growing out of, resulting from or connected with the agreement and/or with me bringing my child to work or his/her presence at work with me. This waiver does not preclude legal remedies for injury due to malice or egregious negligence.

Signature of Employee: _____ Date: _____

Supervisor signature: _____ Date: _____

Health Commissioner _____ Date: _____



Allen County Combined Health District

Breastfed Baby at Work Administrative Guidelines

Purpose: Allen County Public Health recognizes the health benefits of breastfeeding. In particular, the Allen County WIC Program actively promotes and supports breastfeeding for participants, staff and in the community. It is an expectation of the Ohio WIC Program that WIC clinic environments should promote and support breastfeeding and that staff and/or volunteers should be encouraged to come to WIC clinics to model breastfeeding.

In recognition of this, the purpose of these guidelines is to establish a framework to support an employee in maintaining exclusive breastfeeding with the expectation that the employee model breastfeeding when the employee's baby is with her at work.

- Requests will be handled on a case by case basis.
- Employees currently involved in disciplinary action and employees who have not completed their probation period are not eligible for consideration.
- These guidelines only apply to employees who are exclusively breastfeeding an infant at the breast.
- Approval to bring an exclusively breastfed infant to work will only be considered for infants up to the age of 6 months or until an infant becomes mobile, whichever occurs first.
- Before any infant is brought into the workplace, a meeting must take place between the employee, the program director and the health commissioner. The written request must be reviewed, discussed and approved.
- Any arrangements to have an infant at work may be discontinued by the employer or employee at any time and any such arrangements may be terminated at the sole discretion of the employer, Allen County Public Health. If an agreement is terminated, the infant must be removed from the workplace.

Employee Guidelines

Workstation

Employees' workstation must be able to accommodate an infant in a sling or carrier.

The employee shall make her workstation suitable and safe for the baby and the baby shall be kept in a sling/carrier 80% of the time at work.

Employee responsibilities

The infant cannot be left unattended at the workplace at any time.

The employee will accept complete responsibility for the safety of the infant. If the employee's duties require that they leave their primary work site, the parent will take the infant with them. An employee may not take the infant anywhere in a Board owned vehicle.

An employee participating in this program may not leave the building, not even for a short time, without taking the infant with her.

The employee must provide all supplies and equipment needed to care for the infant at the work site and ensure that the area is kept in a clean and sanitary condition. Supplies must not disrupt the work site. Diapers must be changed only in a designated restroom. Diapers must be discarded appropriately.

There may be work circumstances that require an employee's full attention such that it may be necessary for the employee to make other arrangements for child care.

The employee must maintain acceptable work performance and ensure that the presence of the infant does not create any office disturbances. If problems arise that cannot be resolved, the employee understands that the program may be terminated for that employee.

In the event that an infant becomes noticeably fussy or otherwise causes a distraction in the workplace or prevents the parent from accomplishing work, the employee must immediately take the infant away from the work station until the infant calms down and is quieter. If the infant does not calm down within 20 minutes, the employee must remove the infant from the work place for the remainder of the day.

If a baby is fussy for a prolonged period of time, causing a distraction in the workplace, or preventing the employee from accomplishing required work, the employee shall remove the infant from the workplace. The employee will be charged for time away from work according to leave time policy.

A sick infant should not be brought to work. If the infant becomes sick during the workday, the infant must be taken home by the parent. See attached sheet outlining signs and symptoms of illness that will require the infant be removed/excluded from the workplace.

Exclusion for Illness in an Infant

Illness in children is not an unusual event. These guidelines for managing infants with illnesses that may be communicable is based upon guidelines developed by the Ohio Department of Jobs and Family Services, the Ohio Department of Health and the Ohio Department of Education.* An infant with any of these signs or symptoms must be immediately isolated and sent home with his or her parent or the person designated by the parent. These are signs of probable illness.

Symptoms:

	Temperature of at least 100F (axillary), when in combination with other symptoms of illness
	Difficult or rapid breathing
	Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
	Vomiting more than one time or when accompanied by any other sign of symptom of illness
	Diarrhea (three or more abnormally loose stools within 24 hours)
	Yellowish skin or eyes
	Purulent (pus) eye discharge or eye pain, or eye lid redness or fever
	Untreated infected skin patches, unusual spots or rashes
	Unusually dark urine and/or gray or white stool
	Stiff neck with an elevated temperature
	Evidence of untreated lice, scabies or other parasitic infestation
	Sore throat or difficulty in swallowing
	Earache
	Headache
	Fever more than 100F (axillary)
	Fussiness
	Runny nose
	Mild Cough
	Irritable, crying, unusual behavior
Note: Children with special health care needs may require individual assessment/planning	

*Communicable Disease Curriculum for Child Care Providers, JFS 01279 (Rev 2/2014)
<http://www.odjfs.state.oh.us/forms/file.asp?id=218&type=application/pdf>, accessed 4/5/2015